*files can be downloaded at http://tinyurl.com/26x9oqj*

**NCCE 2011**

**Right-clicks, Tips & Tricks**

**The Extended Version 4 for Office 2007**

**Jeff Miller**

**jmiller@gsd200.org**

***Table of Contents***

[Windows 3](#_Toc280692786)

[WinKey Shortcuts 4](#_Toc280692787)

[Using Hot Keys On The Desktop 4](#_Toc280692788)

[Repeat Your Most Recent Action 4](#_Toc280692789)

[Quickly Zoom In and Out of Your Office Documents 4](#_Toc280692790)

[Add a Screen Shot to an Office Document 4](#_Toc280692791)

[Deleting Without The Recycle Bin 4](#_Toc280692792)

[Cycle Through Open Programs/Documents 5](#_Toc280692793)

[Scroll Through Ribbon Tabs in Office 2007 5](#_Toc280692794)

[Word 5](#_Toc280692795)

[Clear Formatting Button 5](#_Toc280692796)

[Keep a file on the Office 2007 Recent Documents List 5](#_Toc280692797)

[Save or Close All Your Word Documents at Once 5](#_Toc280692798)

[Remove Recent Documents List in Word 2007 6](#_Toc280692799)

[Lengthen Your List of Recently Used Documents in Word 2007 6](#_Toc280692800)

[Change Heading Styles in Word 6](#_Toc280692801)

[Automatic Hyperlinks in Word 2007 6](#_Toc280692802)

[Viewing and Navigating Documents in Word 2007 7](#_Toc280692803)

[Using Bookmarks in Word 2007 7](#_Toc280692804)

[Entering the Euro in Word 2007 7](#_Toc280692805)

[Create a Cent Sign in Word 7](#_Toc280692806)

[Inserting Line Numbers in Word 2007 8](#_Toc280692807)

[Using Quick Parts in Microsoft Word 2007 8](#_Toc280692808)

[Save Word 2007 Frequently Used Tables 8](#_Toc280692809)

[Change Default Location for Saving Files in Word 2007 8](#_Toc280692810)

[Remove Extra Space Between Paragraphs in Word 2007 9](#_Toc280692811)

[White on Black Text 9](#_Toc280692812)

[Save Keystrokes 9](#_Toc280692813)

[Typing Accented Characters in Word 9](#_Toc280692814)

[Quickly Replicate Text or Graphics in Word 10](#_Toc280692815)

[Use Your Keyboard to Quickly Change the Case of Text 10](#_Toc280692816)

[Shrink One Page 10](#_Toc280692817)

[Type Out a Table in Word 11](#_Toc280692818)

[Numbering Rows 11](#_Toc280692819)

[Totaling Numbers in a Table 11](#_Toc280692820)

[Repeating Headings 12](#_Toc280692821)

[Sorting Data 12](#_Toc280692822)

[Increase or Decrease Line Spacing in Word 12](#_Toc280692823)

[Increase or Decrease font size in Word 13](#_Toc280692824)

[Add Attractive Horizontal Lines in Word 13](#_Toc280692825)

[Insert Current Date and Time in Word 14](#_Toc280692826)

[Take the Synonym Shortcut 14](#_Toc280692827)

[Spell Check Entire Document and Readability Statistics 14](#_Toc280692828)

[Check Spelling in Only a Portion of Your Word Document 14](#_Toc280692829)

[Add Fake Text to a Word Document 15](#_Toc280692830)

[Use Shortcut Keys to Add a Footnote or Endnote 15](#_Toc280692831)

[Drawing Tools 15](#_Toc280692832)

[Use Shortcut Keys to Move a Paragraph Up or Down 15](#_Toc280692833)

[Use Shortcuts on the Status Bar 15](#_Toc280692834)

[Customizing Shortcut Keys in Word 2007 16](#_Toc280692835)

[Accessing the AutoSummary Tool 16](#_Toc280692836)

[Adding a Summary to your Document 17](#_Toc280692837)

[Maximize & Restore Windows 17](#_Toc280692838)

[Creating Table of Contents 18](#_Toc280692839)

[*Method One – Entries You Mark Yourself* 18](#_Toc280692840)

[*Method Two – From Outline Levels* 18](#_Toc280692841)

[Creating Charts in Word 2007 19](#_Toc280692842)

[Text Formatting 19](#_Toc280692843)

[Deleting and Copying 19](#_Toc280692844)

[Additional Keyboard Shortcuts 20](#_Toc280692845)

[Microsoft Word 2007 Shortcuts 20](#_Toc280692846)

[Check the compatibility of your Word 2007 documents 21](#_Toc280692847)

[Excel 22](#_Toc280692848)

[Don't Lose Sight of Your Column Headings in Excel 22](#_Toc280692849)

[Format Excel Cells Fast 22](#_Toc280692850)

[Enter More Than One Line in an Excel Cell 23](#_Toc280692851)

[Switch Rows of Cells to Columns or Columns to Rows in Excel 23](#_Toc280692852)

[Create an Excel Chart with the Push of a Button 23](#_Toc280692853)

[Quickly Move Between Multiple Excel Workbooks or Worksheets 23](#_Toc280692854)

[Do Fast Calculations in Excel 23](#_Toc280692855)

[Quickly Resize Columns 24](#_Toc280692856)

[Tracking Revisions in Excel 2007 24](#_Toc280692857)

[Data Validation in Excel 2007 25](#_Toc280692858)

[Validation Lists in Excel 2007 25](#_Toc280692859)

[Import a Custom Auto Fill List in Excel 2007 26](#_Toc280692860)

[Change Text Orientation in Excel 2007 27](#_Toc280692861)

[Clear All Formatting in Excel 2007 27](#_Toc280692862)

[Combining Text from Two Cells in Excel 27](#_Toc280692863)

[Change the Case of Text in Excel 28](#_Toc280692864)

[Display Formulas in Excel 2007 Worksheet 28](#_Toc280692865)

[Shade Alternate Rows in Excel 2007 28](#_Toc280692866)

[Using Paste Link in Excel 2007 29](#_Toc280692867)

[Sorting and Filtering in Excel 2007 29](#_Toc280692868)

[Add Color to Worksheet Tabs in Excel 2007 29](#_Toc280692869)

[Protect Cells in Excel 2007 30](#_Toc280692870)

[Selecting a Range in Excel 30](#_Toc280692871)

[Linking Cells to a Textbox or Object in Microsoft Excel 30](#_Toc280692872)

[Insert Time and or Date in Excel 30](#_Toc280692873)

[Quickly Sum Any Row or Column of Data 31](#_Toc280692874)

[Help Entering Formulas 31](#_Toc280692875)

[Excel Keyboard Shortcuts 31](#_Toc280692876)

[PowerPoint 33](#_Toc280692877)

[Press F1 during a slide show to get the following menu 33](#_Toc280692878)

[Guides in PowerPoint 33](#_Toc280692879)

[Quick-Start Your PowerPoint Slide Show 33](#_Toc280692880)

[Add Narration To PowerPoint 34](#_Toc280692881)

[Nudging Objects on PowerPoint 2007 Slides 34](#_Toc280692882)

[Turning Photos into PowerPoint 2007 Slide Shows 34](#_Toc280692883)

[Send Your PowerPoint Notes to Word 35](#_Toc280692884)

[Creating PowerPoint Slides in Word Outline Format 35](#_Toc280692885)

[Simultaneous PowerPoint Presentations on One Screen 36](#_Toc280692886)

[Preview Your PowerPoint Presentations While in Work Mode 36](#_Toc280692887)

[PowerPoint Keyboard Shortcuts 37](#_Toc280692888)

[Other Good Stuff! 37](#_Toc280692889)

[Vocabulary Bingo 37](#_Toc280692890)

[Interactive Textboxes in PowerPoint Slides 38](#_Toc280692891)

[Live Web Pages in PowerPoint Slides 38](#_Toc280692892)

[References 39](#_Toc280692893)

**Windows**

### WinKey Shortcuts [Table of Contents](#TOC)

Use the WinKey on the lower left side of the keyboard in combination with the following letter to get the desired action.



|  |  |
| --- | --- |
| **WinKey+E** | Open an Explorer window |
| **WinKey+R** | Open the Run dialog |
| **WinKey+F** | Find: All Files |
| **WinKey+D** | Show/Hide Desktop |
| **WinKey+L** | Lock Computer |
| **WinKey+F1** | Open Windows Help |

# 

### Using Hot Keys On The Desktop [Table of Contents](#TOC)

You can actually assign hotkeys for all your shortcuts on your desktop. Right-click the desktop shortcut and select Properties. Click on the Shortcut tab. In the Shortcut key text box, choose what is the combination of shortcut key you want. Hold down **Ctrl+Alt** or **Ctrl+Shift** combination while selecting another key.

### [Repeat Your Most Recent Action](01Repeat%20Your%20Most%20Recent%20Action.docx) [Table of Contents](#TOC)

For repetitive formatting tasks, use the **F4** key. Whenever you press that key, you repeat your most recent action, whether it was adding borders, applying bold formatting to a selected word, or inserting a file or picture.

### Quickly Zoom In and Out of Your Office Documents [Table of Contents](#TOC)

If you have a scrolling mouse, you can use the wheel button, the third (middle) button, to quickly zoom in and out of an Office document.

Simply hold down the **CTRL** key as you rotate the wheel button forward or back.

This tip works in the latest versions (2000 and later) of Microsoft Excel, Microsoft Word, Microsoft PowerPoint®, Microsoft Publisher, Microsoft PhotoDraw®, and Microsoft Project, as well as many other Microsoft Windows® programs. You can also use it in Internet Explorer to increase or decrease to size of text on the screen.

### [Add a Screen Shot to an Office Document](02Add%20a%20Screen%20Shot%20to%20an%20Office%20Document.docx) [Table of Contents](#TOC)

Take a screen shot of your entire screen by pressing **PRINT SCREEN**.

To paste the image into a document place the cursor where you want the image to be inserted, then go to the **Home** tab, **Clipboard** section and click the **Paste** button and choose **Paste**.

Use the **Crop** tool in the **Format Picture Tools** tab, **Size** section to get rid of unwanted parts.

Use **Alt+Print** Screen to capture only the active window.

### Deleting Without The Recycle Bin [Table of Contents](#TOC)

To delete a file without going through the Recycle Bin, hold down **Shift** and delete by either right-clicking and choosing **Delete** or by pressing the **Delete key**.

### Cycle Through Open Programs/Documents [Table of Contents](#TOC)

You can cycle through all the open programs on your computer by using **Alt+Tab**. Hold the Alt key down and press the Tab key. The first time you do this it will bring up a menu of program or document icons that are currently open on your computer. Each time you press the Tab key it will move to the next icon. When you get to the one you want, release the Alt key and that program or document will appear on the screen. Pressing the **Alt+Tab** key combination again will take you back to the program and/or document you just came from. This works even while running a PowerPoint presentation.

A free download from Microsoft is called [Alt-Tab Replacement](http://www.microsoft.com/windowsxp/downloads/powertoys/xppowertoys.mspx). It works exactly the same way as the above **Alt+Tab** but instead of just an icon, it shows you an actual thumbnail of the application or document you want to navigate to. Clicking on the hyperlink above will take you to the Microsoft PowerToys site where you can load not only the Alt-Tab Replacement, but many other free enhancements as well.

**Scroll Through Ribbon Tabs in Office 2007**[Table of Contents](#TOC)

Instead of clicking on each individual tab in the Office 07 ribbon, move your mouse over the ribbon and use the scroll wheel on your mouse to move through the tabs.

## Word

### Shortcut to Open a New Word Document [Table of Contents](#TOC)

### To open a New Document in Word while working on your current one use Ctrl+N.

### [Clear Formatting Button](03Clear%20Formatting%20Button.docx)

You can use the Clear Formatting button on the Home tab, Font section to return your text back to normal. This is useful when you have made changes to a heading or a title above a paragraph and you want the body of the text to go back to the chosen default settings.



### 

### Keep a file on the Office 2007 Recent Documents List [Table of Contents](#TOC)

An excellent new feature in Office 2007 which works in Word, Excel, PowerPoint and Access, is the ability to keep or “pin” a file in the Recent Documents list, here’s how:

|  |  |
| --- | --- |
|  | * Click the Microsoft **Office Button** |
|  | * Click the pin icon beside the document you want to keep on the list |
|  | * The pin button changes to a push pin viewed from the top |

### Save or Close All Your Word Documents at Once [Table of Contents](#TOC)

Prior to Word 2007 there was a quick way to close all open files.  However, this trick does not work in Word 2007.  But it can be added to the **Quick Access Toolbar**.  Here's how:

1. Click the **Office Button**
2. Click the **Word Options** button at the bottom of the menu
3. Click **Customize** in the left-hand pane
4. Click the small arrow next to the **Choose Commands** From box and select **Commands Not In Ribbon**
5. Scroll down to **Close All** and click to select
6. Click the **Add** button
7. Scroll down to **Save All** and click to select
8. Click the **Add** button
9. Click **OK**.

Now you can click these icons in the **Quick Access Toolbar** to use the **Save All** and **Close All** commands.



### 

### Remove Recent Documents List in Word 2007 [Table of Contents](#TOC)

|  |  |
| --- | --- |
|  | * Click the **Office Button** |
|  | * Click the **Word Options** button |
|  | * Click **Advanced** in the left pane of the **Word Options** dialog box |
|  | * Scroll down to the Display section and change “**Show this number of Recent Documents**” to 0 |

### Lengthen Your List of Recently Used Documents in Word 2007 [Table of Contents](#TOC)

To increase the number of documents displayed on the recently used documents list:

|  |  |
| --- | --- |
|  | * Click the **Office Button** |
|  | * Click the **Word Options** button |
|  | * Click **Advanced** |
|  | * Scroll down to the display options and select **Show this number of Recent Documents** * Use the up arrow to increase the number of documents you want displayed |
|  | * Click **OK** |

### [Change Heading Styles in Word](04Change%20Heading%20Styles%20in%20Word.docx) [Table of Contents](#TOC)

To quickly change a heading style in Word, click in the line containing the heading and use these keyboard shortcuts:

|  |  |
| --- | --- |
|  | * **Ctrl + Alt + 1** to apply Heading 1 style to current paragraph |
|  | * **Ctrl + Alt + 2** to apply Heading 2 style to current paragraph |
|  | * **Ctrl + Alt + 3** to apply Heading 3 style to current paragraph |

This tip works in Word 2007 as well as earlier versions.

### [Automatic Hyperlinks in Word 2007](05Automatic%20Hyperlinks%20in%20Word%202007.docx) [Table of Contents](#TOC)

By default, Word 2007 automatically creates hyperlinks whenever you type a Web address.  To turn off this feature:

|  |  |
| --- | --- |
|  | * Click the Office Button |
|  | * Click the **Word Options** button |
|  | * Click **Proofing** |
|  | * Click **AutoCorrect Options** |
|  | * On the **AutoFormat As You Type** tab and on the **AutoFormat** tab, click to clear the Internet and network paths with hyperlinks check box and click **OK** |
|  | * Click **OK** again to close the **Word Options** dialog box |

If you've already typed a document and you want to remove the hyperlinks, simply select the entire document by pressing **Ctrl + A** and press **Ctrl + Shift + F9**.

### Viewing and Navigating Documents in Word 2007 [Table of Contents](#TOC)

To view a document's organization and jump to different sections:

|  |  |
| --- | --- |
|  | * Click the **View** tab on the ribbon |
|  | * In the **Show/Hide** group, click **Document Map** |

When working on a longer document use Thumbnail view to navigate:

|  |  |
| --- | --- |
|  | * Click the **View** tab on the ribbon |
|  | * In the **Show/Hide** group, click **Thumbnails** |

### [Using Bookmarks in Word 2007](06Using%20BookMarks%20in%20Word%202007.docx) [Table of Contents](#TOC)

There are many ways to move through a long document in Microsoft Word 2007 − such as the **PgUp** or **PgDn** keys or clicking the scroll bar. Or, you can use a bookmark.

To create a bookmark in a document:

|  |  |
| --- | --- |
|  | * Click where you want the bookmark to go |
|  | * Click the **Insert** tab on the Ribbon |
|  | * In the **Links** group, click **Bookmark** (or press **Ctrl+Shift+F5**) |
|  | * Type a descriptive name in the Bookmark Name box. (*You cannot include spaces in bookmark names.*) |
|  | * Click the **Add** button |

 To go to a bookmark:

|  |  |
| --- | --- |
|  | * Click the **Insert** tab on the Ribbon |
|  | * In the **Links** group, click **Bookmark** (or press **Ctrl+Shift+F5**) |
|  | * Double-click the name of the bookmark (or select it and click the **Go To** button) |
|  | * Click the **Close** button or press **Enter** |

### Entering the Euro in Word 2007 [Table of Contents](#TOC)

To enter the Euro symbol in Word 2007, use this simple keyboard shortcut:

|  |  |
| --- | --- |
|  | * Hold down the **Alt** key and the **Ctrl** key |
|  | * Type the letter e |

This trick also works in earlier versions

### Create a Cent Sign in Word [Table of Contents](#TOC)

To create a cent sign in Word using a keyboard shortcut:

|  |  |
| --- | --- |
|  | * Hold down the **Ctrl** key and press **/** |
|  | * Type the letter c |

This tip works in Word 2007 and in older versions as well.

### Inserting Line Numbers in Word 2007 [Table of Contents](#TOC)

|  |  |
| --- | --- |
|  | * Click the **Page Layout** tab on the Ribbon |
|  | * In the **Page Setup** group, click **Line Numbers** |
|  | * Select options from the menu |

You can have line numbers run continuously through your document. You can also have the line numbering restart on each page or following section breaks.



To change the font style and size go to the Styles group on the Home tab, click the dialog launcher to open the Style pane. Click on the Manage Styles button at the bottom. On the Edit tab, change the sort order to Alphabetical so you can easily locate the Line Number style. Select it, click Modify, and make the desired changes.

Dialog Launcher

### [Using Quick Parts in Microsoft Word 2007](07Using%20Quick%20Parts%20in%20Microsoft%20Word%202007.docx) [Table of Contents](#TOC)

Quick parts is a new feature in Word 2007 which allows you to add preformatted boilerplate text to documents. The text can be used as often as you need. For example, you can use Quick Parts to insert cover pages, footers with page numbers, tables, text boxes, watermarks, and more.

To use Word 2007's Quick Parts:

|  |  |
| --- | --- |
|  | * Click **Insert** on the Ribbon |
|  | * In the **Text** group, click Quick Parts |
|  | * Click **Building Blocks Organizer** to browse the list of building blocks |
|  | * To preview an item, click it and it appears in the pane to the right |
|  | * When you find an item you'd like to insert, select it and click **Insert** |
|  | * Or click **Close** to close the dialog box without inserting anything |

### [Save Word 2007 Frequently Used Tables](08Save%20Word%202007%20Frequently%20Used%20Tables.docx) [Table of Contents](#TOC)

To easily enter frequently used tables in Word 2007, save the table in the Quick Tables gallery. Here's how:

|  |  |
| --- | --- |
|  | * Select the table you want to save |
|  | * Click the **Insert** tab on the Ribbon |
|  | * In the **Tables** group, click Table |
|  | * Point to **Quick Tables** |
|  | * At the bottom of the Built-In menu click **Save Selection to Quick Tables Gallery** |
|  | * Name your table and click **OK**   To delete a Table in your **Quick Tables** list, scroll down until you find the desired table, right-click on it and choose **Organize and Delete**. Click **Delete** and then **Close**. |

### Change Default Location for Saving Files in Word 2007 [Table of Contents](#TOC)

In Microsoft Word 2007, to change the default location for opening and saving files:

|  |  |
| --- | --- |
|  | * Click the **Office Button** |
|  | * Click the **Word Options** button at the bottom of the window |
|  | * Click **Save** to display the “**Customize how documents are saved**.” information |
|  | * Click the **Browse** button next to **Default file location** |
|  | * Locate the folder that you would like to set as the default file location |
|  | * Click the folder to select it and click **OK** |
|  | * Click **OK** again to complete the change |

### [Remove Extra Space Between Paragraphs in Word 2007](09%20Remove%20Extra%20Space%20Between%20Paragraphs%20in%20Word%202007.docx) [Table of Contents](#TOC)

By default Word 2007 adds a space between paragraphs. You cannot delete this space by backspacing.

To turn off the space between paragraphs, follow these steps:

|  |  |
| --- | --- |
|  | * Click the **Home** tab |
|  | * In the **Paragraph** group, click the small arrow in the lower right corner to display the Paragraph dialog box |
|  | * Select “**Don’t add space between paragraphs of the same style**" |
|  | * Click **OK** |

To remove the space between paragraphs already typed simply select the text and follow the above steps.  This only affects the current document. To change this default for all documents, click the **Default** button in the **Paragraph** dialog box.

### [White on Black Text](10White%20on%20Black%20Text.docx) [Table of Contents](#TOC)

White text in a black box is an attention-grabbing technique. First create a black background, then white-colored text.

1. Highlight your text
2. Go to the **Home** tab, **Paragraph** section
3. Click the small down arrow next to the little paint bucket called **Shading**



1. Click the black square on the top row
2. The font color will atomically turn white but you may change the color if you wish by going to the Font section and clicking on the small down arrow next to the letter A (**Font Color**) and choosing a different color.



### [Save Keystrokes](11Save%20Keystrokes.docx) [Table of Contents](#TOC)

To start a bulleted list, just type \*, a space, and your sentence. Then press **Enter**.

To start a numbered list, just type 1, period or parentheses, a space, and your sentence. Then press **Enter**.

### [Typing Accented Characters in Word](12%20Typing%20Accented%20Characters%20in%20Word.docx) [Table of Contents](#TOC)

All of the accented characters can be typed using a shortcut key combination. To do this, press [**Ctrl**] and the second symbol together, let go, and then type the letter.

|  |  |
| --- | --- |
| **Characters** | **Shortcut Keys** |
| à, è, ì, ò, ù À, È, Ì, Ò, Ù | [Ctrl]+[`] (accent grave), *the letter* |
| á, é, í, ó, ú, ý Á, É, Í, Ó, Ú, Ý | [Ctrl]+['] (apostrophe), *the letter* |
| â, ê, î, ô, û Â, Ê, Î, Ô, Û | [Ctrl]+[Shift[+[^] (caret), *the letter* |
| ã, ñ, õ Ã, Ñ, Õ | [Ctrl]+[Shift]+[~] (tilde), *the letter* |
| ä, ë, ï, ö, ü, ÿ Ä, Ë, Ï, Ö, Ü, Ÿ | [Ctrl]+[Shift]+[:] (colon), *the letter* |
| å, Å | [Ctrl]+[Shift] +[@], a or A |
| æ, Æ | [Ctrl]+[Shift] +[&], a or A |
| œ, Œ | [Ctrl]+[Shift] +[&], o or O |
| ç, Ç | [Ctrl]+[,] (comma), c or C |
| ð, Ð | [Ctrl]+[' ] (apostrophe), d or D |
| ø, Ø | [Ctrl]+[/,] o or O |
| ¿ | [Alt]+[Ctrl]+[Shift]+[?] |
| ¡ | [Alt]+[Ctrl]+[Shift]+[!] |
| ß | [Ctrl]+[Shift]+[&], s |

### [Quickly Replicate Text or Graphics in Word](13Quickly%20Replicate%20Text%20or%20Graphics%20in%20Word.docx) [Table of Contents](#TOC)

Here's a quick way to make copies of text or graphics in Word:

Select the item or text you want to copy.

Press and hold down the **CTRL** key.

Then use the mouse to drag the item to the desired position.

### [Use Your Keyboard to Quickly Change the Case of Text](14Use%20Your%20Keyboard%20to%20Quickly%20Change%20the%20Case%20of%20Text.docx) [Table of Contents](#TOC)

Select the text you want to change and press **SHIFT+F3**. Each time you press the **F3** key, the text case switches between Title Case, UPPERCASE, and lowercase.

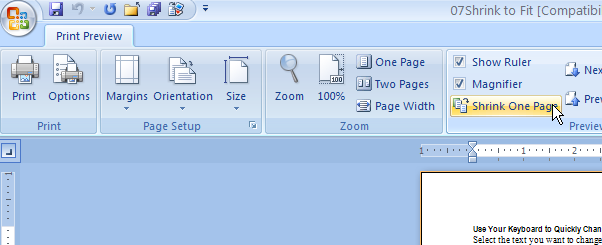
### [Shrink One Page](15Shrink%20One%20Page.docx) [Table of Contents](#TOC)

Use Shrink One Page to fit a document that is slightly longer than one page onto a single page.

First go to the **Office Button** and move your mouse over **Print**.

Choose **Print Preview** in the right pane. The **Print Preview** window opens up.

Now select the **Shrink One Page** button on the **Print Preview** tab, **Preview** section.

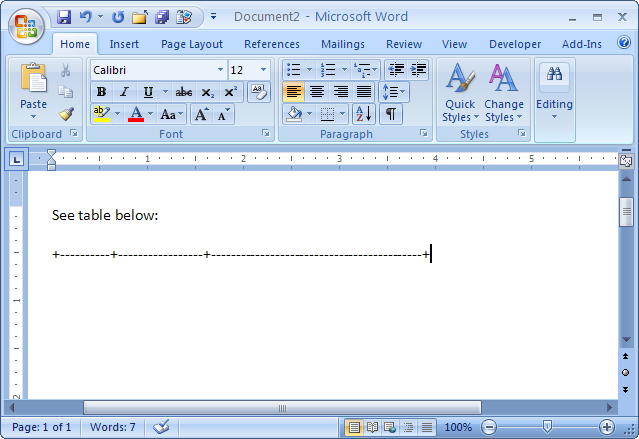


The cool thing about this tool is that it not only shrinks the document to fit one page, but it keeps all the styles and formatting intact as well even though the fonts are resized.

### [Type Out a Table in Word](16Type%20Out%20a%20Table%20in%20Word.docx) [Table of Contents](#TOC)

You can create tables in Microsoft Word by simply typing out a string of **PLUS SIGNS** (+) and **MINUS SIGNS** (-).

Start the row with a PLUS SIGN (+) and then type MINUS SIGN (-) until you have the column width you want. To add a new column type PLUS SIGN (+) again. When you're done type a final PLUS SIGN (+) and press **ENTER**. Word turns your text into a table. To add more rows to your table, move to the last cell in the table and press **TAB**.



If this tip doesn't work for you, then you need to turn on the AutoFormat feature in Word. To do this, Click the **Microsoft Office Button**, and then click **Word Options**. In the **Word Options** dialog box, click **Proofing**, and then click **AutoCorrect Options**. Click the **AutoFormat As You Type** tab and select the **Tables** check box in the **Apply as you type** section.

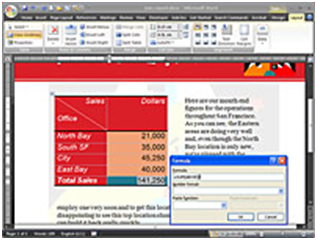
[**Numbering Rows**](17Numbering%20Rows.docx)[Table of Contents](#TOC)  
To number the rows in a table, select the column to contain the numbers and click the **Numbering** button on the **Home** tab. Each cell will be numbered appropriately — if the cells are empty the numbers will fill them, and if there is text in the cell the numbers will appear before the text.

If you move the contents of a row up or down — which you can do by pressing **Alt + Shift + Up** **Arrow** (or **Alt + Shift + Down Arrow**), the numbers will adjust accordingly.

[**Totaling Numbers in a Table**](18Totaling%20Numbers%20in%20a%20Table.docx)[Table of Contents](#TOC)  
If you have a column of numbers in a table you can add them using a formula. So, for example, to place at total in a cell at the foot of a column, click in the last cell in the column and from the **Table Tools** > **Layout** tab select **Formula** in the **Data** section. Now type the formula:

=SUM(ABOVE)

You can add formulas to a table to sum values such as those in the current column



Select a **Number Format** and click **OK**. The cell will now contain the result of the calculation. Note that if any of the values in the column change, you must recalculate the formula by clicking on it and press **F9**.

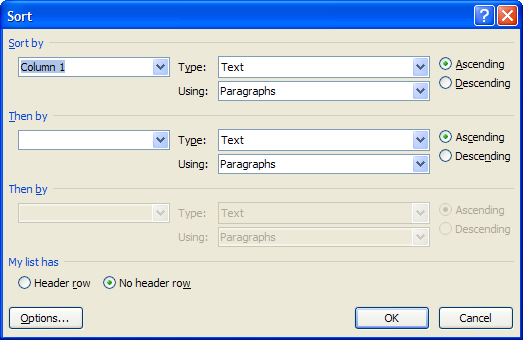
You can highlight cells that contain formulas so they are easy to see by clicking the Office button, selecting **Word Options** *>* **Advanced**, and selecting the **Field Shading: Always** option. This ensures that fields are shaded on the screen but they won't be shaded on the printed version.

**Repeating Headings**  
If your table spans more than one page, Word can repeat the header rows on each page to make the pages easier to read. To do this, select the rows that contain the header information that is to be repeated on each page and choose **Table Tools** > **Layout** tab and click **Repeat Header Rows** in the **Data** section.



[**Sorting Data**](20Sorting%20Data.docx)[Table of Contents](#TOC)  
You can sort the data in a table so it appears in alphabetical or numeric order based on a column's contents. To do this, select the table and choose **Layout** tab, then **Sort** from the **Data** section.

Select the column to sort by and the type of data in that column. If your table has a header row, select Header Row to protect that row from being sorted.



If you have column totals or more than one header row, don't select the entire table. Instead, select only the rows to sort. Then select No Header Row and Word will only sort the selected rows protecting your headings and totals.

### [Increase or Decrease Line Spacing in Word](21Increase%20or%20Decrease%20Line%20Spacing%20in%20Word.docx) [Table of Contents](#TOC)

To quickly change the line spacing of a paragraph in Microsoft Word:

1. Select the text you want to change.
2. Do one of the following:
   * To set line spacing to single-space lines, press **CTRL+1**.
   * To set line spacing to double-space lines, press **CTRL+2**.
   * To set line spacing to 1.5-line spacing, press **CTRL+5**.
   * Add one-line spacing preceding a paragraph, press **CTRL+0** (zero)
   * Remove one-line spacing preceding a paragraph, press **CTRL+0** (zero)

### [Increase or Decrease font size in Word](22Increase%20or%20Decrease%20font%20size%20in%20Word.docx) [Table of Contents](#TOC)

To quickly change the font size in a word document select the text you want to change and then while holding down the **Ctrl** key, press the **[** (left bracket) to decrease the font size by one point, or the **]** (right bracket) to increase the font size by one point. Also works in PowerPoint.

### [Add Attractive Horizontal Lines in Word](23Add%20Attractive%20Horizontal%20Lines%20in%20Word.docx) [Table of Contents](#TOC)

It's easy to add a variety of horizontal divider lines to Word documents. To create a solid, black line for example, type three HYPHENS (-) at the beginning of a new paragraph and then press ENTER. Typing three UNDERSCORES (\_) will make a thicker line, and so on. See the table below for a guide to the types of lines you can create:

|  |  |  |
| --- | --- | --- |
| *TO CREATE A LINE LIKE THIS* | *TYPE THIS AND PRESS ENTER* | |
|  | --- | (Three HYPHENS) |
|  | \_\_\_ | (Three UNDERSCORES) |
|  | === | (Three EQUAL SIGNS) |
|  | ### | (Three POUND SIGNS) |
|  | \*\*\* | (Three ASTERISKS) |
|  | ~~~ | (Three TILDES) |

If you're having trouble making this tip work, try this:

1. Click the **Microsoft Office Button**, and then click **Word Options**.
2. In the **Word Options** dialog box, click **Proofing**, and then click **AutoCorrect Options**.
3. Click the **AutoFormat As You Type** tab.
4. Make sure that the **Border Lines** is checked under **Apply as you type**.
5. Then select the **Borders** check box under the **Apply as you type** heading.

If you decide later that you want to remove this border, do the following:

* 1. Position the insertion point in the paragraph just before where the line appears.
  2. Go to the **Home** Tab, click on the down caret on the **Borders** button and choose **Borders and Shading** at the bottom of the drop down menu.
  3. Make sure the **Borders tab** is selected.
  4. To remove the border, click on the **None** option under **Setting**.
  5. Click **OK**, and then **Enter**.

### [Insert Current Date and Time in Word](24Insert%20Current%20Date%20and%20Time%20in%20Word.docx) [Table of Contents](#TOC)

You can insert the current date or time in a Word document using keyboard shortcuts. Here's how:

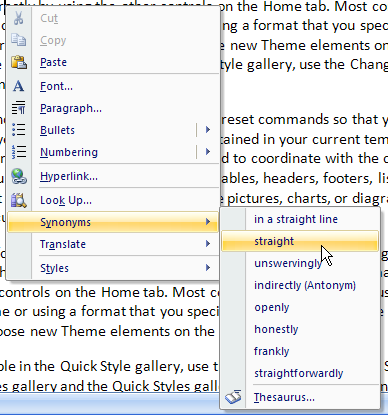
1. Position the cursor where you want to insert the date or time.
2. Do one of the following:
   * To insert the date, press **ALT+SHIFT+D**.
   * To insert the time, press **ALT+SHIFT+T**.

To make a format of time or date to be the default go to the **Insert** tab, **Text** section and click on **Time & Date**. Choose the desired format and then click **Default** at the bottom of the window. If you want the time and date to update every time you open the document, then check the box to **Update automatically** on the right side of the window.

### [Take the Synonym Shortcut](25Take%20the%20Synonym%20Shortcut.docx) [Table of Contents](#TOC)

Find that word you're looking for fast. You can find a common synonym for a word without using the **Thesaurus** command. Just right-click the word and point to **Synonyms** on the shortcut menu. Then, click the synonym you want, and it automatically appears in place of your original word.

Word will sometimes supply antonyms for the selected word, for those times when you only know what you *don't* mean to say.



You can access the full thesaurus by clicking **Thesaurus** on the shortcut menu.

### [Spell Check Entire Document and Readability Statistics](26Spell%20Check%20Entire%20Document%20&%20Readability%20Statistics.doc) [Table of Contents](#TOC)

To Spell Check your entire Word document, scroll to the top of your document and click once at the beginning of the text. Now just press F7. To show readability statistics go to the Office Button, then click on Word Options. Click on Proofing and check the Show readability statistics box in the When correcting spelling and grammar in Word section. This will give you counts, averages and the Flesch-Kincaid grade level for the document.

### [Check Spelling in Only a Portion of Your Word Document](27Check%20Spelling%20in%20Only%20a%20Portion%20of%20Your%20Word%20Document.docx) [Table of Contents](#TOC)

If you see a spelling mistake, you can correct it quickly without checking the entire document. Just right-click the misspelled word and then select the spelling correction you want from the shortcut menu.

To find the next misspelled word in the document, press **ALT+F7**.

### [Add Fake Text to a Word Document](28Add%20Fake%20Text%20to%20a%20Word%20Document.docx) [Table of Contents](#TOC)

Here's a handy function you can use whenever you need to fill a page with fake text—for example, to demonstrate a feature in Word or to work with page layout and design.

In a Word document, type **=rand(4,5)** and then press **ENTER**.

The numbers in parentheses correspond to the number of paragraphs (4) and the number of sentences per paragraph (5). You can change the numbers in parentheses to put more or less text on the page. Or if you want one long paragraph, just place one number in the parentheses, which will designate the number of sentences that should appear in the paragraph.

### [Use Shortcut Keys to Add a Footnote or Endnote](29Use%20Shortcut%20Keys%20to%20Add%20a%20Footnote%20or%20Endnote.docx) [Table of Contents](#TOC)

To quickly add a footnote or endnote to a document, place the insertion point where you want the reference mark to be. Then press **ALT+CTRL+F** for a footnote, or press **ALT+CTRL+D** for an endnote.

### 

### [Drawing Tools](30Drawing%20Tools.docx) [Table of Contents](#TOC)

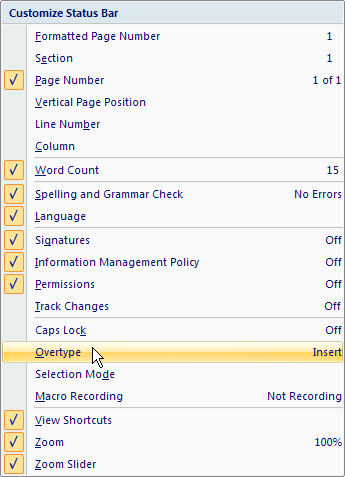
Word 2007 has many new Drawing features on the Insert tab but some are no longer available. Two of the most useful were the rip away toolbars that gave you “floating” tools and the “sticky” feature in which you could make buttons stay selected to draw multiple objects of the same kind. These are still available in Word 2003 and earlier versions. Even though you don’t have these two items Word 2007 places tools in the Ribbon that are always available as long as the object(s) are selected. This also makes it easier to find additional features that were before sometimes hard to find.

### [Use Shortcut Keys to Move a Paragraph Up or Down](31Use%20Shortcut%20Keys%20to%20Move%20a%20Paragraph%20Up%20or%20Down.docx) [Table of Contents](#TOC)

Select and move an entire paragraph by pressing a single key combination. Place the insertion point anywhere in the paragraph. Move the paragraph up (that is, before the previous paragraph) by pressing **SHIFT+ALT+UP ARROW**. Move the paragraph down (that is, after the next paragraph) by pressing **SHIFT+ALT+DOWN ARROW**.

### [Use Shortcuts on the Status Bar](32Use%20Shortcuts%20on%20the%20Status%20Bar.docx) [Table of Contents](#TOC)

You can use the status bar at the bottom of the page in Word to turn certain features on and off. Right-clicking on the status bar brings up many options including **Over Type/Insert Mode**, **Macro Recording** and **Track Changes**.



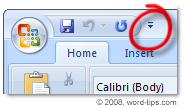
**Customizing Shortcut Keys in Word 2007**[Table of Contents](#TOC)Shortcut keys can save you a lot of time in Microsoft Word. But, a frequently used command may not have a shortcut key. Or, you may wish to assign it a different shortcut key. Fortunately, creating or editing a shortcut key in Word 2007 is painless.  
  
To create or edit a shortcut key, follow these steps:

1. Click the **Office Button**
2. Select **Word Options**
3. Click **Customize**
4. Beside Keyboard shortcuts click **Customize**
5. Use the **Categories** box to select the category for the command to which you would like to assign a new shortcut
6. Locate the command in the **Commands** box and select it
7. Click inside the box labeled **Press new shortcut key**
8. Press your shortcut key
9. You will see if the shortcut key is assigned to a different command. You can overwrite it, or press **Delete** to undo the shortcut key
10. Click **Assign**

[**Accessing the AutoSummary Tool**](33Auto%20Summary.docx)[Table of Contents](#TOC)

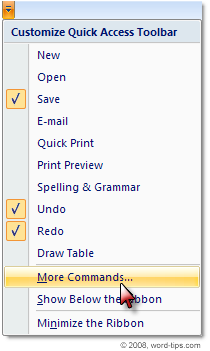
The AutoSummary feature is not available on the ribbon in Word 2007, but you can add it to the Quick Access Toolbar by following these steps:

1. Open an existing Word 2007 document or a new Word file.
2. Click the Customize Quick Access Toolbar button.

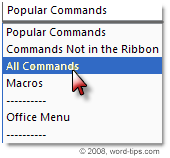


1. Select More Commands.

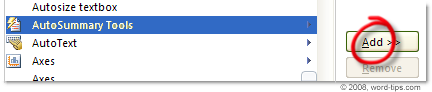
1. On the left menu, select Customize.



1. From the Choose Commands From drop down menu, select All Commands.



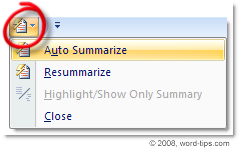
1. In the alphabetical list, highlight Auto Summary Tools, then click Add.



1. Click OK.

**Adding a Summary to your Document**[Table of Contents](#TOC)

To automatically add an executive summary or abstract to your report, just click the AutoSummary Tools icon on the Quick Access toolbar, then select whichever tool you need.



Always remember to review the summary for accuracy and completeness.

The AutoSummary Tool may have difficulty recognizing the key points in a poorly organized document. For best results, always write your document from a well-constructed outline.

### Maximize & Restore Windows [Table of Contents](#TOC)

Instead of using the Restore Down and Maximize button at the top right of the active window title bar, just use your mouse and double-click anywhere on the title bar of the active window. Double-click on the title bar again to reverse the procedure.



### Creating Table of Contents [Table of Contents](#TOC)

Creating your own table of contents in Word documents is not only easy to do, but also very helpful in finding information in long documents. There are a number of different ways to accomplish the task but here are two easy ones:

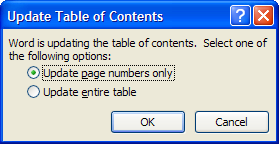
*[Method One – Entries You Mark Yourself](34Table%20of%20Contents%20-%20Method%201.docx)*

1. Select the first portion of text that you want to include in your table of contents.
2. Press ALT+SHIFT+O.
3. In the **Level** box, select the level and click **Mark**.
4. To mark additional entries, select the text, click in the **Entry** box, and click **Mark**. When you have finished adding entries, click **Close**.
5. Click where you want to insert the table of contents.
6. On the **References** tab, **Table of Contents** section, click **Table of Contents**.
7. Click on **Insert Table of Contents** at the bottom of the drop down menu.
8. Click the **Options** button.
9. In the **Table of Contents Options** box, select the **Table entry fields** check box.
10. Clear the **Styles** and **Outline levels** check boxes.

[*Method Two – From Outline Levels*](35Table%20of%20Contents%20-%20Method%202.docx)[Table of Contents](#TOC)

1. Place your cursor and click once on the left side of the first heading that you want to appear in the table of contents.
2. Select the outline level that you want to associate with the selected sentence or heading. To apply Heading 1, press **ALT+CTRL+1**. To apply Heading 2, press **ALT+CTRL+2**. To apply Heading 3, press **ALT+CTRL+3**.
3. Repeat steps 1 & 2 for each heading that you want to include in the table of contents.
4. Now click in the document where you want to insert the table of contents.
5. On the **References** tab, **Table of Contents** section, click **Table of Contents**.
6. Click on the desired style from the Built-In section of the drop down menu.

To update your table of contents using either method mentioned above after any changes have been made, right-click anywhere on the table of contents and choose Update field. This will bring up an Update Table of Contents window to either update page numbers only, or Update entire table. Choose one and then click **OK**.



### [Creating Charts in Word 2007](36Creating%20Charts%20in%20Word%202007.docx) [Table of Contents](#TOC)

Charts are great for presenting data in an easy-to-understand way. Here’s how to create a chart in Word 2007:

|  |  |
| --- | --- |
|  | * Position your cursor where you would like to insert the chart |
|  | * Click the Insert tab on the Ribbon |
|  | * Click Chart in the Illustrations group |
|  | * Select the style of chart you would like to insert |
|  | * Click OK |
|  | * The chart appears in your document and an Excel worksheet opens |
|  | * Enter your data in the Excel worksheet |
|  | * Your chart data is automatically updated in Word as you change it in Excel |
|  | * Use the Chart Tools in Word to change the chart style, layout and formatting options |

### Text Formatting [Table of Contents](#TOC)

|  |  |
| --- | --- |
| **To do this:** | **Windows Keyboard:** |
| Change Font | CTRL+Shift+F, then use up/down arrow keys, click Enter when done |
| Change Point Size | CTRL+Shift+P, then use up/down arrow keys, click Enter when done |
| Increase Font Size | CTRL+] |
| Decrease Font Size | CTRL+[ |
| Bold | CTRL+B |
| Underline | CTRL+U |
| Italic | CTRL+I |
| [Superscript](37Superscript%20&%20Subscript.docx) | CTRL+SHIFT+= |
| Subscript | CTRL+= |
| Plain Text | CTRL+Shift+Z |
| Spelling Checker | F7 |
| [Center Paragraph](38Shortcuts%20to%20formatting%20Paragraphs.docx) | CTRL+E |
| Justified Paragraph | CTRL+J |
| Left-Aligned Paragraph | CTRL+L |
| Right-Aligned Paragraph | CTRL+R |
| Change Case | Shift+F3 toggles selection through lower case, upper case, initial caps with each press of keys |
| Create Hyperlink | CTRL+K |

### Deleting and Copying [Table of Contents](#TOC)

|  |  |
| --- | --- |
| **To do this:** | **Windows Keyboard:** |
| Delete Character Left | Backspace |
| Delete Word Left | CTRL+Backspace |
| Delete Character Right | Delete |
| Delete Word Right | CTRL+Delete |
| Cut | CTRL+X |
| Copy | CTRL+C |
| Paste | CTRL+V |
| Undo | CTRL+Z |
| Create a copy of the text | CTRL+Drag |

### Additional Keyboard Shortcuts [Table of Contents](#TOC)

|  |  |
| --- | --- |
| **To do this:** | **Windows Keyboard:** |
| Repeat your last action | F4 or CTRL+Y |
| Find and replace | CTRL+F |
| Go to page, section, line, etc. | CTRL+G |
| Change case | SHIFT+F3 |
| Bold | CTRL+B |
| Italicize | CTRL+I |
| Go to the beginning of the document | CTRL+HOME |
| Go to the end of the document | CTRL+END |
| Select to the beginning of the document | CTRL+SHIFT+HOME |
| Select to the end of the document | CTRL+SHIFT+END |
| Spell Check | F7 |
| Open the thesaurus | SHIFT+F7 |
| Insert a hyperlink | CTRL+K |
| Select all | CTRL+A |
| Save | CTRL+S |
| Print | CTRL+P |
| Open | CTRL+O |

### Microsoft Word 2007 Shortcuts

### *Ribbon Shortcuts Key combination Function* [Table of Contents](#TOC)

|  |  |
| --- | --- |
| **To do this:** | **Windows Keyboard:** |
| Office Button | [Alt]+[F] |
| Home tab | [Alt]+[H] |
| Insert tab | [Alt]+[N] |
| Page Layout tab | [Alt]+[P] |
| References tab | [Alt]+[S] |
| Mailings tab | [Alt]+[M] |
| Review tab | [Alt]+[R] |
| View tab | [Alt]+[V] |
| Developer tab | [Alt]+[L] |

*Function key Shortcuts* [Table of Contents](#TOC)

|  |  |
| --- | --- |
| **To do this:** | **Windows Keyboard:** |
| Invoke help system | [F1] |
| Next field | [Alt]+[F1] |
| Previous field | [Shift]+[Alt]+[F1] |
| Display Microsoft | [Ctrl]+[Alt]+[F1] |

*System Information* [Table of Contents](#TOC)

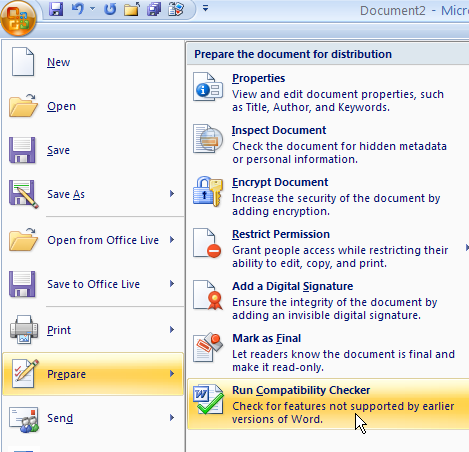
|  |  |
| --- | --- |
| **To do this:** | **Windows Keyboard:** |
| Print Preview | [Ctrl]+[F2] |
| Open | [Ctrl]+[Alt]+[F2] |
| Change case of selection | [Shift]+[F3] |
| Repeat last action | [F4] |
| Repeat last Find or Go To operation | [Shift]+[F4] |
| Close window | [Ctrl]+[F4] |
| Quit | [Alt]+[F4] |
| Go To | [F5] |
| Return to last edit location | [Shift]+[F5] |
| Edit bookmark | [Shift]+[Ctrl]+[F5] |
| Next window | [Ctrl]+[F6] |
| Update links | [Shift]+[Ctrl]+[F7] |
| Display Research task pane | [Shift]+[Alt]+[F7] |
| Extend selection | [F8] |
| Collapse selection | [Shift]+[F8] |
| Display Macros dialog box | [Alt]+[F8] |
| Update fields | [F9] |
| Run GOTOBUTTON or MACROBUTTON from a field | [Shift]+[Alt]+[F9] |
| Show KeyTips | [F10] |
| Display Context menu | [Shift]+[F10] |
| Maximize document window | [Ctrl]+[F10] |
| Maximize program window | [Alt]+[F10] |
| Next field | [F11] |
| Previous field | [Shift]+[F11] |
| Lock a field | [Ctrl]+[F11] |
| Unlock a field | [Shift]+[Ctrl]+[F11] |
| Save As | [F12] |

### Check the compatibility of your Word 2007 documents [Table of Contents](#TOC)

Before you send out that beautifully formatted Word 2007 document, it's a good idea to have Office check the compatibility of your document with other versions of Word.

For example, if your document contains SmartArt (which is a feature that is not supported in earlier versions of Word), when a colleague using Word 2003 opens your document, the SmartArt graphics will be converted into a single object that cannot be edited.

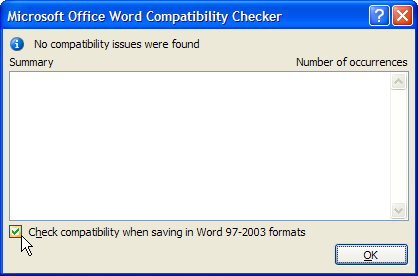
To have Office check the document for features that are not supported in earlier versions of Word, follow these steps:



1. Click the **Office Button**.
2. Point to **Prepare** in the left pane and click **Run Compatibility Checker**.

Word 2007 provides a report that lists the document's unsupported features and details what you can do, if anything, to make your document readable in earlier versions.

If you frequently e-mail documents in compatibility mode, you can have Word automatically run a compatibility check every time you save a file. To do so, select the **Check Compatibility When Saving In Word 97-2003** **Formats** check box in the Word Compatibility Checker dialog box before clicking OK to close the compatibility report.



## Excel

### [Don't Lose Sight of Your Column Headings in Excel](39Don't%20Lose%20Sight%20of%20Your%20Column%20Headings%20in%20Excel.xlsx) [Table of Contents](#TOC)

Would you like to see the column headings on your Microsoft Excel spreadsheets no matter how far down you scroll? Here is one way to keep the column headings constantly visible:

Select the row just below your column headings.

On the **View** tab, **Windows** section, click the down arrow on **Freeze Panes** and choose **Freeze** **Panes** or **Freeze Top Row**.

The "frozen" column headings don't scroll, but remain visible as you move through the rest of the worksheet. To “unfreeze”, go to the **View** tab, **Windows** section, click the down arrow on **Freeze Panes** and choose **Unfreeze Panes**.

You can also freeze panes vertically. To do this, click on the letter column heading at the very top of the worksheet just to the right of where you want to freeze the panes. This will select the entire column of that worksheet. Then go to the **View** tab, **Windows** section, click the down arrow on **Freeze Panes** and choose **Freeze** **Panes**. To “unfreeze”, click the down arrow on **Freeze Panes** and choose **Unfreeze Panes**.

### [Format Excel Cells Fast](40Format%20Excel%20Cells%20Fast.xlsx)

If you want quick access to the Format Cells dialog box in Microsoft Excel to change things like type style, alignment or borders, select the cell you want to format and press CTRL+1.

### [Enter More Than One Line in an Excel Cell](41Enter%20More%20Than%20One%20Line%20in%20an%20Excel%20Cell.xlsx) [Table of Contents](#TOC)

Excel provides two ways for you to display multiple lines of data in a cell.

**Type a line break**   Press ALT+ENTER to start a new line while you're typing or editing data.

**Wrap text automatically**   Click the cell, on the **Home** tab, in the **Alignment** group, click **Wrap Text** or right-click the cell and choose **Format Cells**, click the **Alignment** tab, and then select the **Wrap text** check box. Data in the cell will then wrap to fit the column width.

### [Switch Rows of Cells to Columns or Columns to Rows in Excel](42Switch%20Rows%20of%20Cells%20to%20Columns%20or%20Columns%20to%20Rows%20in%20Excel.xlsx) [Table of Contents](#TOC)

Follow these steps to transpose a row of data into a column or data, or vice versa:

* Select the cells that you want to switch.
* On the **Home** tab, **Clipboard** section, click **Copy**.
* Select the upper-left cell of the paste area. The paste area must be outside the copy area.
* On the **Home** tab, **Clipboard** section, click the down arrow on the **Paste** button and choose **Paste Special**.
* Select the **Transpose** check box.

### [Create an Excel Chart with the Push of a Button](43Create%20an%20Excel%20Chart%20with%20the%20Push%20of%20a%20Button.xlsx) [Table of Contents](#TOC)

To quickly create a chart, using only your keyboard, select the data you want to plot and then press **F11**. Excel automatically creates the chart for you on a new sheet. Another way to do this trick is after you select your cells, press **ALT+F1**. This will create a chart on the same sheet as the data.

To use numbers as labels, type a single apostrophe (‘) first before the number.

### 

### [Quickly Move Between Multiple Excel Workbooks or Worksheets](44Quickly%20Move%20Between%20Multiple%20Excel%20Workbooks%20or%20Worksheets.xlsx) [Table of Contents](#TOC)

When working with several Excel workbooks or worksheets (the individual pages in workbooks) at once, you can quickly move between them using shortcut keys.

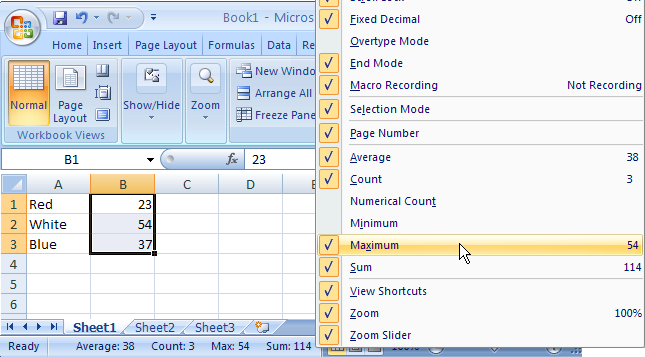
* To move between open workbooks, press **CTRL+TAB**.
* To move to the next sheet in a workbook, press **CTRL+PAGE DOWN**.
* To move to the previous sheet in a workbook, press **CTRL+PAGE UP**.

### [Do Fast Calculations in Excel](45Do%20Fast%20Calculations%20in%20Excel.xlsx) [Table of Contents](#TOC)

Have you ever needed to know the largest value in a series of cells? You can create a formula to do that, but there is a faster way.

To view the largest value in a series of cells:

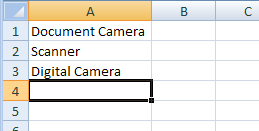
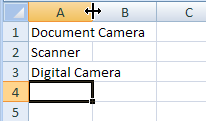
1. Select the cells in which you are interested, and you will see the sum of the range displayed on the status bar, which is the horizontal area below the worksheet window.
2. Right-click the status bar, and then click **Maximum**. Now you can see the maximum value displayed on the status bar.



All versions will display a Sum. By default, in Excel 2007, the **Count**, **Average** and **Sum** will be displayed.  But this default can be changed by right clicking on the **Status Bar** to display the **Customize Status Bar** menu.

### [Quickly Resize Columns](46Quickly%20Resize%20Columns.xlsx) [Table of Contents](#TOC)

You can quickly resize columns to fit the largest text string or number. Place your curser on the line that separates the column letters at the top of the workbook. The cursor will change to a vertical line with a two-way arrow. Double-click and the column will automatically resize itself.



### 

### [Tracking Revisions in Excel 2007](47Tracking%20Revisions%20in%20Excel%202007.xlsx) [Table of Contents](#TOC)

Excel 2007 tracks worksheet revisions so you can see what has changed on each sheet. To use this feature, do the following:

1. Click the sheet to make it active
2. Click the **Review** tab on the Ribbon
3. Click **Track Changes** in the **Changes** group
4. Choose **Highlight Changes**
5. Click in the "**Track changes while editing**" box and then set the types of changes you want to highlight.

You can choose to have the changes highlighted on screen or listed on a new sheet.

### [Data Validation in Excel 2007](48Data%20Validation%20in%20Excel%202007.xlsx) [Table of Contents](#TOC)

Data Validation lets you restrict what goes into a cell.  For example, if dates being entered must be between a certain range, do this:

|  |  |
| --- | --- |
|  | 1. Select the range of cells that you want to apply data validation to |
|  | 1. Click the **Data** tab on the Ribbon |
|  | 1. In the **Data Tools** group click the **Data Validation** button |
|  | 1. Under **Validation** criteria choose **Date** from the **Allow** drop-down menu |
|  | 1. In the **Data** window, **Start** and **End** **Date** windows, enter the acceptable date range |
|  | 1. Click **OK** |

If someone tries to enter a date outside this range a warning is displayed that says, "The value you entered is not valid.”

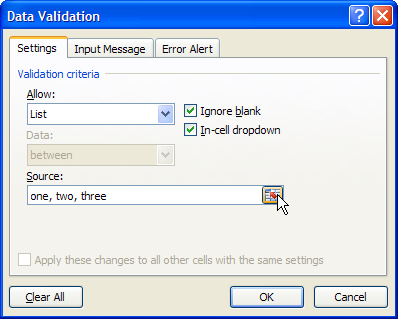
### [Validation Lists in Excel 2007](49Validation%20Lists%20in%20Excel%202007.xlsx) [Table of Contents](#TOC)

You can also use Data Validation to enter or select a specific list of items from a created list. This allows only the items you choose to be placed in an Excel cell. Here’s how:

1. Select the cell in which you want to generate your list
2. Click the **Data** tab on the Ribbon
3. In the **Data Tools** group click the **Data Validation** button
4. Under **Validation** criteria choose List from the **Allow** drop-down menu
5. In the **Source** window you many either type in your choices with a comma between each choice (i.e. one, two, three, etc) or click the **Collapse** button at the right side of the **Source** window and click and drag the desired cells in the Excel worksheet that contain your choices.

Type in your choices in this window.

Use the Collapse button to select cells from an Excel worksheet.



1. If you use the **Collapse** button the **Data Validation** window “collapses” to allow you to see more of your workbook. Once you have made your choices click the **Collapse** button again to return to the full window.



1. Click **OK**
2. When the cell with the validation list is selected there will be a drop-down arrow to the right of the cell. Clicking on that arrow will give a drop-down menu of the choices you entered. Click on the desired choice and the cell will now contain that item. You may change the choice by again selecting the cell, clicking on the down arrow and making a new selection.

### [Import a Custom Auto Fill List in Excel 2007](50Import%20a%20Custom%20Auto%20Fill%20List%20in%20Excel%202007.xlsx) [Table of Contents](#TOC)

### You can create a custom list to use in Excel and insert where you want it into a worksheet without having to type the entire list every time. Here’s how:

|  |  |
| --- | --- |
|  | 1. Select the range of cells on the worksheet which contains the list |
|  | 1. Click the Microsoft **Office Button** |
|  | 1. Click the **Excel Options** button to display the Excel Options dialog box |
|  | 1. Click the **Popular** tab in the left pane |
|  | 1. Click the **Edit Custom** List button in the right pane to open the **Custom List** dialog box |
|  | 1. The range of selected cells will be displayed in the **Import** list from cells box at the bottom |
|  | 1. Click the **Import** button |
|  | 1. Your list now appears in the **Custom Lists** window |
|  | 1. Click **OK**, **OK** again   To use the list click once in the cell you want to begin your list and type in the name of the first item. Press **Enter**. Now select the cell again and place your mouse over the small, black square in the lower right corner of the cell. Your mouse will change from a white plus sign to a black plus sign.  Click and drag your cursor down the cells. As you do you will see a smart window showing you what is in the last cell. When the smart window shows your last item release the mouse and your list is now inserted into the selected cells.  This would be useful for a class list. On a blank worksheet start in cell A1 and type in your class name (i.e. History). Press Enter and continue to enter the names of the students in your class. Follow the steps above and make sure to include the cell with the name of the class. To use your list click in the desired cell where you want your list to begin and type in the class name (History). Now press Enter. Now select the cell with the class name in it again, move your cursor to the lower, right corner of the selected cell and then click and drag down the column until you see the last student in your class list. |

### [Change Text Orientation in Excel 2007](51Change%20Text%20Orientation%20in%20Excel%202007.xlsx) [Table of Contents](#TOC)

|  |  |
| --- | --- |
|  | 1. Select the text you want to rotate, angle, or switch to vertical |
|  | 1. On the **Home** tab of the Ribbon, in the **Alignment** group, click the **Orientation** button |

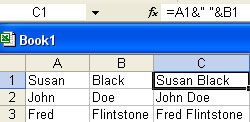
### [Clear All Formatting in Excel 2007](52Clear%20All%20Formatting%20in%20Excel%202007.xlsx)

|  |  |
| --- | --- |
|  | * Select the cell or range of cells to clear (or press Ctrl + A to select all) |
|  | * Click the **Home** tab on the **Ribbon** |
|  | * In the **Editing** group, click the **Clear** button |
|  | * Select **Clear Formats** |

### [Combining Text from Two Cells in Excel](53Combining%20Text%20from%20Two%20Cells%20in%20Excel.xlsx) [Table of Contents](#TOC)

In Microsoft Excel you can combine the text in two or more cells into a single text string by using “concatenation”.  The result is displayed in the cell where you type the formula.

For example, If you have a worksheet that contains the **First** **name** in cell A1 and the **Last name** in cell B1, enter the following expression in cell C1 to create a text string that displays the values of the **First** and **Last** **names** separated by a space:  =A1&" "&B1



Be sure to put a space between the double quotes in the expression. Copy this formula down to each row containing the names. Then copy the cells containing this formula back to their original position using Paste Special to convert the formula into a value:

|  |  |
| --- | --- |
|  | * Select the desired cells |
|  | * Choose Copy |
|  | * Right click and choose Paste Special from the short-cut menu |
|  | * Choose Values and click OK |

To create your list with Last name first, then First Name use the expression =B1&”, “&A1

Make sure to place a space after the comma between the double quotes. This tip works in Excel 2007 as well as earlier versions.

[**Change the Case of Text in Excel**](54Change%20the%20Case%20of%20Text%20in%20Excel.xlsx)[Table of Contents](#TOC)

Let's say you want to convert text from uppercase to lowercase or from lowercase to proper case to make it more readable. To change the case of text, use the UPPER, LOWER, or PROPER functions. Here’s how:

|  |
| --- |
| =UPPER(A1) Changes the text in cell A1 to upper case |
| =LOWER(A1) Changes the text in cell A1 to lower case |
| =PROPER(A1) Changes the text in cell A1 to proper case |

For example:



### [Display Formulas in Excel 2007 Worksheet](55Display%20Formulas%20in%20Excel%202007%20Worksheet.xlsx) [Table of Contents](#TOC)

|  |  |
| --- | --- |
| |  | | --- | | When creating Microsoft Excel worksheets formula results are shown in the worksheet **NOT** the formula. There may be times when it would be helpful if you could SEE the formula in the worksheet.  To display formulas in Excel 2007 you can use the shortcut keys for toggling formula viewing on and off: **Ctrl+`** (accent key below the tilde ~).  This shortcut works in earlier versions of Excel as well. | |

### [Shade Alternate Rows in Excel 2007](56Shade%20Alternate%20Rows%20in%20Excel%202007.xlsx) [Table of Contents](#TOC)

One way to quickly add shading to alternate rows in Excel 2007 is by applying a predefined table style.  By default, shading is applied to alternate rows in an Excel 2007 table to make the data easier to read. The alternate row shading will remain accurate even if you add or delete rows.

|  |  |
| --- | --- |
|  | 1. Select the range of cells you want to format |
|  | 1. On the **Home** tab, in the **Styles** group, click **Format as Table** |
|  | 1. Under **Light**, **Medium**, or **Dark**, click the table style you want to use |
|  | 1. In the **Format as Table** dialog box, click **OK**.  Notice that the **Banded Rows** check box is selected by default in the **Table Style Options** group.  To apply shading to alternate columns instead of alternate rows, clear this check box and select **Banded Columns** |
|  | 1. If you want to convert the Excel table back to a regular range of cells, click anywhere in the table to display the tools necessary for converting the table back to a range of data |
|  | 1. On the **Design** tab, in the **Tools** group, click **Convert to Range** |

### [Using Paste Link in Excel 2007](57Using%20Paste%20Link%20in%20Excel%202007.xlsx) [Table of Contents](#TOC)

Most people know how to Cut, Copy and Paste in Excel 2007 but many don’t use Paste Link, which creates a link between the data or formula in the original cell and the destination cell where it’s pasted.  Here’s how:

|  |  |
| --- | --- |
|  | * Click on a cell to make it the active cell |
|  | * Click on the Copy button on the Home tab (or press Ctrl + c) |
|  | * Click on the destination cell where you want the results to be displayed |
|  | * Click the small arrow at the bottom of the Paste button to open the drop down list |
|  | * Click Paste Link |

The contents of the original cell now also appear in the destination cell.

### [Sorting and Filtering in Excel 2007](58Sorting%20and%20Filtering%20in%20Excel%202007.xlsx) [Table of Contents](#TOC)

A big improvement in Excel 2007 is the ability to sort on up to 64 levels instead of the 3 we had available in prior versions. You can also filter data by color or by dates and Excel will display more than 1000 items in the AutoFilter drop-down list.  A quick way to sort or filter data in Excel 2007 is to use the shortcut menu:

|  |  |
| --- | --- |
|  | * Select the desired cells in your table and Right-Click |
|  | * Select Filter or Sort from the shortcut menu |
|  | * To sort by the desired column, click Sort A to Z or Sort Z to A |
|  | * To sort on multiple criteria, select Custom Sort to display the Sort dialog box |

### [Add Color to Worksheet Tabs in Excel 2007](59Add%20Color%20to%20Worksheet%20Tabs%20in%20Excel%202007.xlsx) [Table of Contents](#TOC)

Not only can you rename tabs in Excel (double click on the tab and type new name), it can be useful to color code the tabs of Excel worksheets:

|  |  |
| --- | --- |
|  | * Select the tab of the sheet you want to re-color (to select more than one tab hold down the CTRL key and click each tab) |
|  | * Right click and select Tab Color from the shortcut menu |
|  | * Select color and click OK |

This tip also works in previous versions of Excel.

### [Protect Cells in Excel 2007](60Protect%20Cells%20in%20Excel%202007.xlsx) [Table of Contents](#TOC)

You can prevent users from overwriting formulas or inadvertently changing labels or formats by protecting cells in a worksheet. When you protect a worksheet all cells are protected, or locked, and cannot be changed. To allow users to change certain cells in the worksheet you first identify which cells should NOT be locked. Then you protect, or lock, the worksheet. In Excel 2007, follow these steps:

Unlock cells that can be changed

1. Select the cells that users should be able to change
2. Click the Home tab on the Ribbon
3. In the Font group, click the small arrow in the lower right corner to open the Format Cells dialog box
4. Click the Protection tab
5. Deselect the Locked checkbox and click OK
6. Repeat these steps for each range of cells that can be changed, then protect the worksheet

You can also just select the cells and then right-click on them, then go to Format Cells to do steps 4 and 5 above.

Protect the worksheet

1. Click the Review tab on the Ribbon
2. In the Changes group, click Protect Sheet and click OK
3. In the Protect Sheet dialog box enter a password, or leave blank if you don’t want a password, and click OK

Now users can only change the cells that are unlocked. If users try to change any other cells they receive a message saying they must unprotect the cells to modify them.

### [Selecting a Range in Excel](61Selecting%20a%20Range%20in%20Excel.xlsx) [Table of Contents](#TOC)

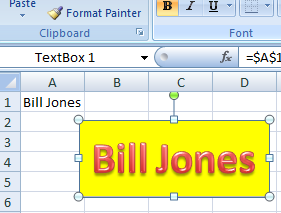
In Excel, a range is a group of connected cells. When working in Excel you often need to select a range.  Here is a simple trick for quickly selecting a range:

|  |  |
| --- | --- |
|  | * Click anywhere within the range |
|  | * Press Ctrl + Shift + \* |

The range is selected.  This trick works in all versions of Excel.

### [Linking Cells to a Textbox or Object in Microsoft Excel](62Linking%20Cells%20to%20a%20Textbox%20or%20Object%20in%20Microsoft%20Excel.xlsx) [Table of Contents](#TOC)

1. From the **Insert** tab, select **Text Box** in the **Text** section. Add a text box to the worksheet.



1. Select the Text Box, and press F2.
2. In the Formula bar, create a link to a cell by typing = and then selecting the cell.
3. The contents of the cell are displayed in the Text Box. For Example:

### [Insert Time and or Date in Excel](63Insert%20Time%20and%20or%20Date%20in%20Excel.xlsx) [Table of Contents](#TOC)

Here are a few keyboard shortcuts you can use to insert the current time and date in a Microsoft Access table or Microsoft Excel spreadsheet.

|  |  |
| --- | --- |
|  | * Current date: Press CTRL+SEMICOLON |
|  | * Current time: Press CTRL+SHIFT+ SEMICOLON |
|  | * Current date and time: Press CTRL+ SEMICOLON then SPACE then CTRL+SHIFT+ SEMICOLON |

### [Quickly Sum Any Row or Column of Data](64Quickly%20Sum%20Any%20Row%20or%20Column%20of%20Data.xlsx) [Table of Contents](#TOC)

1. Select the cell just beneath the column or just to the right of the row.
2. Click the AutoSum icon on the Home Tab, Editing section.

What you may not know is that you can get the same job done without so much as a glance at the mouse:

1. Select the cell just beneath the column or just to the right of the row.
2. Press Alt + = and press Enter.

### Help Entering Formulas [Table of Contents](#TOC)

If you want help entering a formula --one that includes a function, that is--try this:

1. Type the name of the function, such as "=SUM" (without the quotation marks)
2. Press Ctrl + Shift + A

Excel displays the function's arguments RIGHT THERE IN THE CELL (and in the Formula bar); all you have to do is replace the function arguments with cell addresses.

### Excel Keyboard Shortcuts [Table of Contents](#TOC)

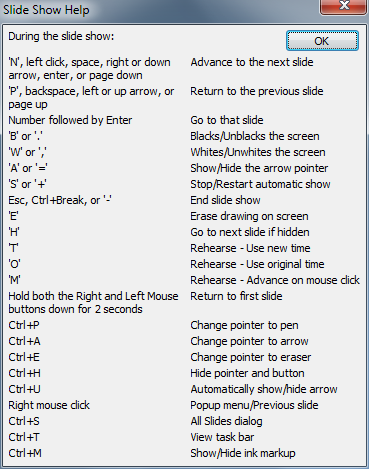
Here are several keyboard shortcuts for you Excel power users.   
  
These keystrokes change a cell’s format on the fly:

|  |  |
| --- | --- |
| Ctrl+Shift+$ | Currency with 2 decimal places |
| Ctrl+Shift+! | Number with 2 decimal places and commas |
| Ctrl+Shift+% | Percent with no decimal places |
| Ctrl+Shift+^ | Exponential with 2 decimal places |
| Ctrl+Shift+# | Date with day, month and year |
| Ctrl+Shift+@ | Time with hour, minute and AM/PM indicator |
| Ctrl+Shift+& | Apply the outline border |
| Ctrl+Shift+\_ | Remove outline borders |
| Ctrl+B | Apply or remove bold (toggles) |
| Ctrl+I | Apply or remove italics |
| Ctrl+U | Apply or remove underline |
| Ctrl+5 | Apply or remove strikethrough |
| Ctrl+; | Insert current date into cell |
| Ctrl+: | Insert current time into cell |

## 

**PowerPoint**

### Press F1 during a slide show to get the following menu: [Table of Contents](#TOC)



### [Guides in PowerPoint](66Show%20Guides%20in%20PowerPoint.pptx) [Table of Contents](#TOC)

In PowerPoint you can use guides to position shapes and objects on slides. To display guides in PowerPoint 2007:

|  |  |
| --- | --- |
|  | * Press Alt + F9 |
|  | To display additional guides, hold down the Control key and drag a guide. To remove a guide click and drag it off of the PowerPoint slide. |

### [Quick-Start Your PowerPoint Slide Show](67Tech-tips%20PowerPoint.pptx) [Table of Contents](#TOC)

Want a quick and easy way to launch a PowerPoint presentation? Save it as a PowerPoint slide show file, and when you double-click it, it opens right up in slide show view.

To save your presentation as a slide show file:

1. Open the presentation you want to save as a slide show.
2. Click on the Office button and choose **Save As**.
3. In the **Save as type** list, click **PowerPoint Show**. Your slide show file will be saved with a .ppsx file extension.

When you open this file from your desktop, it will automatically start your presentation in slide show view. When you're done, PowerPoint automatically closes and you return to the desktop. If you want to edit the slide show file, you can always open it from PowerPoint by clicking **Open** on the **Quick Access** toolbar or from the **Office Button** menu.

### [Add Narration To PowerPoint](68Add%20Narration%20To%20PowerPoint.pptx) [Table of Contents](#TOC)

With PowerPoint, you can easily add voice narration to your presentation. (You'll need a sound card and microphone, of course.) A recorded narration integrated with your presentation makes it easy for you to distribute your presentation and is a perfect way to get info to people who can't make it to a live version. You can even record your presentation as you deliver it. Here's how:

|  |  |
| --- | --- |
|  | 1. Click the **Slide Show** tab on the **Ribbon** 2. In the **Set Up** group click the **Record Narration** icon 3. In the **Record Narration** dialog box you can set microphone level and change recording quality 4. Click **OK** and choose to start from the current slide or from the first slide 5. When you are finished you will be asked if you want to save the timings for each slide |

PowerPoint will attach your recorded comments to the presentation and will automatically change slides at the correct points when you run the presentation later. You can choose several sound-quality levels; the default setting is sufficient for voice-overs and uses about 10K for each second of narration. A five-minute speech consumes some 300K.

### [Nudging Objects on PowerPoint 2007 Slides](69Nudging%20Objects%20on%20PowerPoint%202007%20Slides.pptx) [Table of Contents](#TOC)

Have you ever tried to move an object on a slide just a little? Try this:

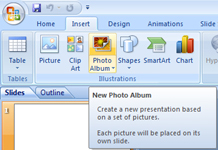
|  |  |
| --- | --- |
|  | * Select the object |
|  | * Press Ctrl + an arrow key |

This tip also works in earlier versions.

### [Turning Photos into PowerPoint 2007 Slide Shows](70Turning%20Photos%20into%20PowerPoint%202007%20Slide%20Shows.pptx) [Table of Contents](#TOC)

To turn your digital pictures into PowerPoint 2007 slide shows:

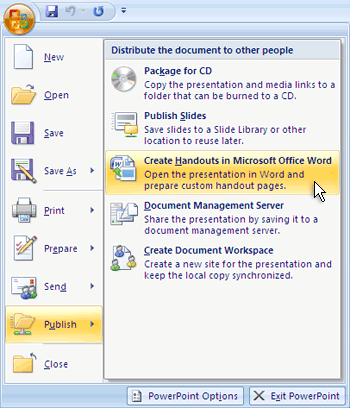
|  |  |
| --- | --- |
|  | * Click the **Insert** tab on the **Ribbon** |
|  | * In the **Illustrations** group, click **Photo Album** |



|  |  |
| --- | --- |
|  | * On the **Photo Album** dialog box, click the File/Disk button to **Insert** pictures |
|  | * Click the **Create** button |

### [Send Your PowerPoint Notes to Word](71Send%20Your%20PowerPoint%20Notes%20to%20Word.pptx) [Table of Contents](#TOC)

1. In Office PowerPoint 2007, click the **Microsoft Office Button** , point to **Publish**, and then click **Create Handouts in Microsoft Office Word**.



1. In the **Send to Microsoft Office Word** dialog box, click the page layout that you want, and then do one of the following:
   * To paste content that you want to remain static, or unchanged, when the content in the original PowerPoint 2007 presentation is updated, click **Paste**, and then click **OK**.
   * To ensure that any updates that occur to the original PowerPoint 2007 presentation are reflected in the Office Word 2007 document, click **Paste Link**, and then click **OK**.

**Notes**

* + - If you click **Paste Link**, each time that you open the Word 2007 document that contains the linked presentation, you will be prompted to accept or reject any updates that were made to the linked presentation.
    - Do not move the Word 2007 handout file because, as with any linked file, the link can easily break. To eliminate linking problems, keep all files associated with your PowerPoint 2007 presentation in the same folder and then link them, so that if you decide to burn your presentation to a CD, the links will work.

1. Open Word 2007, and then print your handouts from Word 2007

### [Creating PowerPoint Slides in Word Outline Format](72PowerPoint%20Slides%20from%20Word%20Outline.docx) [Table of Contents](#TOC)

Word 2007 doesn't allow you to publish to PowerPoint 2007 by default. Here's the solution:

* + In Word 2007, right click the tab section on the ribbon (i.e. **Home**).
  + Select **Customize Quick Access Toolbar**.
  + Under "**Choose commands from:**", select Commands not in the ribbon.
  + Look for "**Send to Microsoft Office PowerPoint**".
  + Select “Send to Microsoft Office PowerPoint” and then click **Add**.

Now click **OK**. The command will then be added onto the Quick Access Toolbar

To use it do the following:

1. Open up a blank Word document.
2. Go to **View** tab, then **Outline** in the Document Views section. Where the cursor is flashing at this point on the screen is level one. That means that whatever you type will be the title at the top of the slide when you send it to PowerPoint.
3. Type in the title for the first slide, then press **Enter**.
4. If you have subtitles and/or bullet points to enter, then press **Tab**. This demotes the sentence down one level. Every time you press the Tab key it will demote the word or sentence down a level.
5. To promote a word and/or sentence up a level, press the **Shift key+Tab**. If you want to create a new slide, just continue to press the Shift key+Tab again and again until it no longer moves to the left of the screen. This would put whatever you type at Level One and would be the title at the top of the slide.
6. Once you have finished your outline, click the **Send to Microsoft Office PowerPoint** on the Quick Access Toolbar
7. This will send your outline to PowerPoint and create all of your slides in a blank format. You then can go to the **Design** tab and/or **Layout** button on the **Home** tab, **Slides** section and make additional cosmetic changes as desired.

This works well in helping students to create their PowerPoint because it forces them to concentrate on the content of the topic and not be distracted by all the “bells & whistles” that PowerPoint offers. Once the content is put into the slides, then students can embellish their presentation appropriately.

### [Simultaneous PowerPoint Presentations on One Screen](73aSimultaneous%20PowerPoint%20Presentations%20on%20One%20Screen.pptx) [Table of Contents](#TOC)

You can have two different PowerPoint shows on one screen at the same time. You must create a hyperlink in one of your slides in your first show to your second show. In the presentation mode, when you get to your slide with the hyperlink, hold the Ctrl Key down before clicking on the link. This will open up the second PowerPoint presentation in the upper-left quadrant of the screen and you will have both presentations showing at the same time. Clicking inside the quadrant will control that presentation. You can also use Alt + Tab to switch back and forth between the two presentations.

### [Preview Your PowerPoint Presentations While in Work Mode](65Slide%20Show%20Help%20Tips.pptx) [Table of Contents](#TOC)

### You can preview your PowerPoint show while you are still in work mode by both holding down the Ctrl key and clicking on the From Beginning or the From Current Slide button in the Slide Show Tab in the Start Slide Show section. This will bring up a small preview screen in the upper-left quadrant of the work mode showing you what your show will look like while in presentation mode. You can control your presentation with either the keyboard or your mouse. If you use the mouse make sure the cursor stays within the upper-left quadrant otherwise you will be directed back to the work mode with a Resume Slide Show toolbar on the screen. You can make changes and then click on the Resume Slide Show button to see what they will look like in Presentation mode. You can view the entire show or press the Esc button to exit the preview and go back to the work mode. Another option to preview your show is to hold the Ctrl key and then click on the Slide Show button to the left of the Zoom tool in the lower-right portion of the screen. This works in earlier versions of PowerPoint as well.



### PowerPoint Keyboard Shortcuts [Table of Contents](#TOC)

|  |  |
| --- | --- |
| **Activity** | **Shortcut Keys** |
| Insert a new slide | CTRL+M |
| Make a duplicate of the current slide | CTRL+D |
| Start a slide show | F5 |
| Promote a paragraph | ALT+SHIFT+LEFT ARROW |
| Demote a paragraph | ALT+SHIFT+RIGHT ARROW |
| Apply subscript formatting | CTRL+EQUAL SIGN (=) |
| Apply superscript formatting | CTRL+PLUS SIGN (+) |
| Repeat your last action | F4 or CTRL+Y |
| Find | CTRL+F |
| View guides | ALT+F9 |
| Delete a word | CTRL+BACKSPACE |
| Capitalize | SHIFT+F3 |
| Bold | CTRL+B |
| Italicize | CTRL+I |
| Insert a hyperlink | CTRL+K |
| Select all | CTRL+A |
| Copy | CTRL+C |
| Paste | CTRL+V |
| Undo | CTRL+Z |
| Save | CTRL+S |
| Print | CTRL+P |
| Open | CTRL+O |

**Other Good Stuff!**

**Vocabulary Bingo**[Table of Contents](#TOC)

Create bingo cards using Microsoft Excel.

* [Example](74aVocabulary%20Bingo.xlsx)
* [Instructions](74bInstructions%20for%20Vocabulary%20Bingo.docx)
* Free Extra – [Meeting Bingo](74cMeeting%20Bingo.xlsx)

**Interactive Textboxes in PowerPoint Slides**

This will allow you to create a textbox on a PowerPoint slide that you can enter information into during a show.

* [Example](75aInteractive%20Textboxes%20in%20PowerPoint.pptx)
* [Instructions](75bInteractive%20Textboxes%20in%20PowerPoint.docx)

**Live Web Pages in PowerPoint Slides**[Table of Contents](#TOC)

This will allow you to insert live, interactive web pages into your PowerPoint slides that work during a slide show.

* [Example](76aLiveWeb%20Example.pptx)
* [Instructions](76bLiveWeb%20Instructions.docx)

## 

**References**

**Tips & Tricks** [Table of Contents](#TOC)

<http://www.bitbetter.com/powertips.htm>

<http://www.activewin.com/tips/programs/index.shtml>

<http://office.microsoft.com/en-us/assistance/HA010552321033.aspx>

<http://www.tipsdr.com/office-2000-tips.html>

<http://office.microsoft.com/en-us/assistance/HA010552311033.aspx>

<http://support.microsoft.com/default.aspx?scid=kb;en-us;290938>

<http://support.microsoft.com/default.aspx?scid=KB;EN-US;Q211982&ID=KB;EN-US;Q211982>

<http://www.createthefuture.com/tech_tips.htm>

<http://www.winplanet.com/article/4296-.htm>

**LiveWeb**

<http://skp.mvps.org/liveweb.htm>